

VISION
Polytechnic education at its best for the Bicolanos.

MISSION
Transforming lives to be free of poverty by creating a better future through world class polytechnic education and technological innovation.

- CSPC shall:
- Provide world class polytechnic education that shapes professionals with character and expertise toward sustainable livelihoods and better lives,
 - Promote a strong research culture to generate solutions and technologies for a vibrant local industry.
 - Engage communities in meaningful partnerships for sustainable urban and rural development.
 - Work together with global stakeholders to pursue its regional leadership in polytechnic education and research.

QUALITY POLICY
The CSPC commits to provide the highest standards in total customer satisfaction in accord with legal and statutory requirements, current and future needs of clients and stakeholders by sustaining good governance conditions and continual improvement of its quality management system.

CCS Goals and Objective:
Produce globally skilled, ethically upright and socially responsible computing professionals adaptable to technological and social changes, responsive to sustainable development of the region and beyond.



COLLEGE of COMPUTER STUDIES

Name: **Joshua T. Nilo** Division / Section: **Provincial Office**
Company: **DILG Albay Provincial Office** Supervisor (Site): _____

ACCOMPLISHMENT REPORT
For the Month of **March**

PARTICULARS/ JOB DESCRIPTION	TIME	REMARKS
<ul style="list-style-type: none">• Edit an employee’s photo to be included in organizational chart of DILG Albay Provincial Operations Office using adobe Photoshop.• Edit the video presentation regarding the ARTA office of the President that can be watched at the DILG Albay Provincial Operations Office using the Canva Tool.• Content inventory by means of searching the daily activities posted on the official Facebook page of the DILG Albay Provincial Office and edit it at the word document.• Search and collect data that is posted on the DILG Albay Provincial Office Facebook page for publication.	<p>Week 4 March 27, 2023 – March 31, 2023</p> <p>8:00am - 12:00pm 1:00pm - 5:00pm</p>	
	Week 4	Total
Man-days lost thru Absences	0	0
Man-days lost thru Tardiness	0	0
Observation/Remarks:	Trainee’s Signature	Date
Observation/Remarks:	Supervisor’s Signature	Date



ISO 9001:2015

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Company: DILG Albay Provincial Office

Division / Section: Provincial Office

Supervisor (Site): _____

ACCOMPLISHMENT REPORT

For the Month of April

PARTICULARS/ JOB DESCRIPTION	TIME		REMARKS		
<ul style="list-style-type: none">• We continue to design the layout for a publication paper about the DILG Provincial Office's quarterly activities using Adobe InDesign and the Canva tool.	Week 1 8:00am - 12:00pm 1:00pm - 5:00pm				
<ul style="list-style-type: none">• Content inventory by means of searching the daily activities posted on the official Facebook page of the DILG Albay Provincial Office and edit it at the word document.• Printer repairing/ troubleshooting• Creating tarpaulin (Welcoming Tarpaulin) using Canva Pro and Adobe photoshop.	Week 2 8:00am - 12:00pm 1:00pm - 5:00pm				
<ul style="list-style-type: none">• We continue to design the layout and organize the content about the DILG Provincial Office's quarterly activities for a publication paper using Adobe InDesign and the Canva tool.	Week 3 8:00am - 12:00pm 1:00pm - 5:00pm				
<ul style="list-style-type: none">• Installation of Microsoft Office using KMS tools• Editing some graphic design using Canva and Photoshop.• Repairing and giving maintenance to some printers in the office.	Week 4 8:00am - 12:00pm 1:00pm - 5:00pm				
	Week 1	Week 2	Week 3	Week 4	Total
Man-days lost thru Absences	0	0	0	0	0
Man-days lost thru Tardiness	0	0	0	0	0
Observation/Remarks:	Trainee's Signature			Date	
Observation/Remarks:	Supervisor's Signature:			Date	



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Division / Section: Provincial Office

Supervisor (Site): _____

ACCOMPLISHMENT REPORT

For the Month of May

PARTICULARS/ JOB DESCRIPTION		TIME			REMARKS	
<ul style="list-style-type: none">• Encoding and printing of documents.• Lay-outing/editing of Student-trainee IDs.• Discussing about the system that need to be develop for the office (Kind of Monitoring system where the data and documents will be stored in the system easily).• Assisting our Head programmer if they need some graphic pictures /ideas to include in the system.		Week 1 8:00am - 12:00pm 1:00pm - 5:00pm				
<ul style="list-style-type: none">• Assisting our Head programmer if they need some graphic pictures in the system.		Week 2 8:00am - 12:00pm 1:00pm - 5:00pm				
<ul style="list-style-type: none">• Support and Helping to print and scan a documents requested by the staff in the Office.• Assisting our Head programmer if they need some graphic pictures /ideas to include in the system.		Week 3 8:00am - 12:00pm 1:00pm - 5:00pm				
<ul style="list-style-type: none">• Editing Tarpaulin (Welcoming Tarpaulin) using Adobe Photoshop and Canva Pro.• Assisting our Head programmer if they need some graphic pictures /ideas to include in the system.		Week 4 8:00am - 12:00pm 1:00pm - 5:00pm				
	Week 1	Week 2	Week 3	Week 4	Total	
Man-days lost thru Absences	0	0	0	0	0	
Man-days lost thru Tardiness	0	0	0	0	0	
Observation/Remarks:	Trainee’s Signature				Date	
Observation/Remarks:	Supervisor’s Signature				Date	